



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>January 31, 2011</u>		Total Internship hours at the start of the month:	90
Week	Functions	Description	Hrs
1	Week's Activities	Create staff and parent email groups in order to communicate with parents and staff. Send out weekly emails to parents and staff. (2 hours: Maintain & Updated) Discuss, evaluate, and integrate 21st Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with students, staff, district, and community on technology integration and related issues to technology. (5 Hours)	7
	Standard/Indicator	TF VI.A, TF VI.C, TF VII.B	
	Communication with Site Mentor	Face-to-Face and Email	
2	Week's Activities	Use EInstruction to provide job-embedded training and provide on-going, in-class support to teachers. (2 Hours) Integrate technology and Core curriculum to evaluate and assess student performance based on TEKS. Use MyData Portal & EInstruction to analyze student strengths and weaknesses. (3 Hours)	5
	Standard/Indicator	TF IV.B	
	Communication with Site Mentor	Face-to-Face and Email	
3	Week's Activities	Recommend appropriate technology resources to promote safe and healthy use of technology. This will be accomplished via email, class website, professional development, and upon teacher request. (2 Hours)	6

		Use Reasoning Minds with students to integrate technology, problem-solving, and math curriculum. Evaluate and assess student performance based on TEKS. (4 Hours)	
	Standard/Indicator	TF VI.D, TF III.B	
	Communication with Site Mentor	Face-to-Face and Email	
4	Week's Activities	Build, promote, and implement technology alliances and partnerships using ICore, Reasoning Minds, Smart Technologies, EInstruction, and Rosetta Stone. (3 Hours) Participate in the District's discussion boards through Moodle in order to assist in the development of strategic plans to improve technology. (1 Hour)	4
	Standard/Indicator	TF VIII.C, TF VIII.D	
	Communication with Site Mentor	Email	
5	Week's Activities	Attend professional development on using Web 2.0 & 21st Century technology tools; serve as the Technology Integration Mentor for campus & teacher support. (8 Hours) Provide job-embedded training and provide on-going, in-class support to teachers. (3 Hours)	11
	Standard/Indicator	TF III.D, TF III.C	
	Communication with Site Mentor	Face-to-Face	
Hours worked this month:			33
Total Internship hours to date including this month:			123